



FIRE FIGHTER I & II

MISSOURI DIVISION OF FIRE SAFETY  
**FIRE FIGHTER I & II**  
*NFPA 1001-2013*  
***CERTIFICATION  
PROGRAM***





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***FIRE FIGHTER I AND II CERTIFICATION PROGRAM***

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## **MISSION**

**The Division of Fire Safety provides proactive statutory enforcement, regulatory oversight and education to protect all lives and property from the devastation of fires, explosions and life safety perils.**



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## ***FIRE FIGHTER I AND II CERTIFICATION PROGRAM***

### **CERTIFICATION PROCESS**

The guidelines for the state certification program are designed to ensure the following: accountability, consistency, and credibility of instruction, testing, and certification of fire fighters in the State of Missouri.

#### **Goals of the Certification Program:**

1. To raise the level of fire protection for the State of Missouri.
2. To improve training and education for the fire service of Missouri.
3. Establish minimum basic training standards for fire protection personnel.
4. Issuance of certificates to persons who complete requirements for certification and pass the required state examinations.
5. To maintain records of persons who have attained state certification.

Fire Fighter Certification is provided through the Missouri Department of Public Safety, Division of Fire Safety. The Missouri Division of Fire Safety shall certify fire fighters based on a combination of requirements and qualifications.

The Missouri Division of Fire Safety subscribes to the policy of nondiscrimination in areas of race, color, religion, sex, age, national origin, and the handicapped. Entry level qualifications are reviewed to ensure that each applicant meets the specified requirements.



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***FIRE FIGHTER I AND II CERTIFICATION PROGRAM***

**Fire Fighter Certification**

Fire Fighter I training and certification is intended to be the basis of all future fire fighter certification programs. No fire fighter shall attain higher fire fighter state certification without first completing an approved Fire Fighter I course. Applicants seeking certification as a Fire Fighter II, must first show documentation of having met the requirements for Fire Fighter I certification according to NFPA Standard 1001-2013.

Certification is granted to those individuals who meet the required qualifications and successfully pass the certification examination. The requirements for Fire Fighter I and II are based on the Standards for Fire Fighter Professional Qualification, NFPA 1001-2013. All qualifications must be met and documentation supplied to the Division of Fire Safety prior to admission to the examination. **Applicants have one year from the time of course completion to complete the certification process.**



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## ***FIRE FIGHTER I AND II CERTIFICATION PROGRAM***

### **I. Applicants General Requirements for Fire Fighter I Certification**

Certification as Fire Fighter I will be issued to those individuals who have met the following guidelines and provided documentation verifying:

- A. Applicants born after June 1, 1972 must possess a high school diploma or a high school equivalency certificate. Applicants born prior to June 1, 1972 may present a letter of competence from the Chief of their department in place of a high school diploma or high school equivalency certificate.
- B. Applicant must be a resident of Missouri or employed with a fire department within the state.
- C. Be at least 18 years of age.
- D. Possess a valid Missouri driver's license or a valid state or federal identification.
- E. Have successfully completed an approved Missouri Fire Fighter I training program and provided verification of completion.
- F. Have successfully completed the Hazardous Materials Awareness and Operations classes and be certified to the Awareness and Operations levels. The classes must be approved by the Division of Fire Safety and meet the requirements of NFPA 472-2013, *Standard on Professional Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*.
- G. The candidate must meet the medical and physical fitness requirements to perform the task of fire fighter as determined by the authority having jurisdiction.
- H. Attain a minimum score of 70% on the State certification written examination and must successfully complete all practical skills tested on the State practical skills examination.



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***FIRE FIGHTER I AND II CERTIFICATION PROGRAM***

**II. Applicants General Requirements for Fire Fighter II Certification**

Certification as Fire Fighter II will be issued to those individuals who have met the following guidelines and provided documentation verifying:

- A. Applicants born after June 1, 1972 must possess a high school diploma or a high school equivalency certificate. Applicants born prior to June 1, 1972 may present a letter of competence from the Chief of their department in place of a high school diploma or high school equivalency certificate.
- B. Applicant must be a resident of Missouri or employed with a fire department within the state.
- C. Be at least 18 years of age.
- D. Possess a valid Missouri driver's license or a valid state or federal identification.
- E. Documentation of certification as a Missouri Fire Fighter I to NFPA 1001-2008 Standard, or equivalent (Documentation is not necessary if attending a combined Fire Fighter I and II course).
- F. Have successfully completed an approved Missouri Fire Fighter II training program and provided verification of completion.
- G. Hold certifications to the Hazardous Materials Awareness and Operations levels which meet NFPA 472-2013, *Standard on Professional Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*.
- H. The candidate must meet the medical and physical fitness requirements to perform the task of fire fighter as determined by the authority having jurisdiction.
- I. Attain a minimum score of 70% on the State certification written examination and must successfully complete all practical skills tested on the State practical skills examination.





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## ***FIRE FIGHTER I AND II CERTIFICATION PROGRAM***

### **III. Applicants General Requirements for Fire Fighter I & II Certification**

Certification as Fire Fighter I and II will be issued to those individuals who have met the following guidelines and provided documentation verifying:

- A. Applicants born after June 1, 1972 must possess a high school diploma or a high school equivalency certificate. Applicants born prior to June 1, 1972 may present a letter of competence from the Chief of their department in place of a high school diploma or high school equivalency certificate.
- B. Applicant must be a resident of Missouri or employed with a fire department within the state.
- C. Be at least 18 years of age.
- D. Possess a valid Missouri driver's license or a valid state or federal identification.
- E. Have successfully completed an approved Missouri Fire Fighter I and II training program and provided verification of completion.
- F. Hold certifications to the Hazardous Materials Awareness and Operations levels which meet NFPA 472-2013, *Standard on Professional Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*.
- G. The candidate must meet the medical and physical fitness requirements to perform the task of fire fighter as determined by the authority having jurisdiction.
- H. Attain a minimum score of 70% on the State certification written examination and must successfully complete all practical skills tested on the State practical skills examination.



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**IV. Application for Written Testing**

**Application for Written Testing for Fire Fighter I Certification**

The following information must be **attached** to the candidate's application for testing:

- A. A completed "Application for Testing and Certification"
  - 1. Completed by applicant - stating name and personal information.
  - 2. Completed by the Lead Instructor - indicating attendance of Fire Fighter I course.
  - 3. Completed by Chief of the Department - attesting that the candidate meets the medical and physical fitness requirements to perform the tasks of a fire fighter as determined by the authority having jurisdiction.
- B. Copy of high school diploma, high school equivalency certificate, or a letter of competency.
- C. Possess a valid Missouri driver's license or a valid state or federal identification.
- D. Complete an "Authorization for Release of Information" form (enclosed).
- E. Candidates may apply for testing and will be notified of confirmation of the test date and location by the Division of Fire Safety. Regional test dates and locations are published at <http://www.dfs.dps.mo.gov/programs/training/calendar.asp>

**Application for Written Testing for Fire Fighter II Certification**

The following information must be **attached** to the candidate's application for testing:

- A. A completed "Application for Testing and Certification"
  - 1. Completed by Applicant - stating name and personal information.
  - 2. Completed by the Lead Instructor - indicating attendance of Fire Fighter II course.



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3. Completed by Chief of the Department - attesting that the candidate meets the medical and physical fitness requirements to perform the tasks of a fire fighter as determined by the authority having jurisdiction.
- B. Copy of high school diploma, high school equivalency certificate, or a letter of competency.
- C. Possess a valid Missouri driver's license or a valid state or federal identification.
- D. Complete an "Authorization for Release of Information" form (enclosed).
- E. Candidates may apply for testing and will be notified of confirmation of the test date and location by the Division of Fire Safety. Regional test dates and locations are published at <http://www.dfs.dps.mo.gov/programs/training/calendar.asp>

**Application for Written Testing for Combined Fire Fighter I and II Certification**

The following information must be **attached** to the candidate's application for testing:

- A. A completed "Application for Testing and Certification"
  1. Completed by Applicant - stating name and personal information.
  2. Completed by the Lead Instructor - indicating attendance of Fire Fighter I and II course.
  3. Completed by Chief of the Department - attesting that the candidate meets the medical and physical fitness requirements to perform the tasks of a fire fighter as determined by the authority having jurisdiction.
- B. Copy of high school diploma, high school equivalency certificate, or a letter of competency.
- C. Possess a valid Missouri driver's license or a valid state or federal identification.
- D. Complete an "Authorization for Release of Information" form (enclosed).



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- E. Candidates may apply for testing and will be notified of confirmation of the test date and location by the Division of Fire Safety. Regional test dates and locations are published at <http://www.dfs.dps.mo.gov/programs/training/calendar.asp>

### **V. Certification Written Testing Requirements**

- A. Students must have successful completion of an approved course with a minimum score of 70% on each chapter quiz as documented by the Lead Instructor of each individual's "Fire Fighter I and II Training Record."
- B. The Certification Written Examinations consist of 100 multiple-choice questions for each level of certification.

Each question is referenced to NFPA Standard 1001-2013, *Standard for Fire Fighter Professional Qualifications*, and one or more of the following sources:

1. Missouri Division of Fire Safety Fire Fighter I and II curriculum
2. *Fundamentals of Fire Fighter Skills*, 3rd Edition, Jones & Bartlett
3. *Essentials of Fire Fighting and Department Operations*, 6th Edition, IFSTA

#### **Sample Test Question**

1. The clove hitch is essentially\_\_\_\_\_.
- A. a half-hitch
  - B. two half hitches
  - C. three loops like half-hitches
  - D. a half hitch with a safety

- C. A candidate must score 70% or better on Certification Written Examination in order to pass.
- D. In the event of failure:
1. A candidate who has failed the written exam on the first attempt may retest at a later date. A candidate may schedule a retest by submitting an "Application for Retesting and Certification". Candidates may retest during a scheduled regional exam or at the Division of Fire Safety's Office. A different version of the exam will be administered. Application



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for testing must be made within one year of course completion.

2. Should the candidate fail the written test on the second attempt, he or she will be required to take an approved Fire Fighter I and/or Fire Fighter II course again before being allowed to take another test for the same certification level. The student will be required to test both written and practical exam for the failed certification level.

### **VI. Certification Practical Skills Testing Requirements**

- A. Fire Fighter I and II Practical Skills are tested in a sequence format chosen from a sealed envelope. During the testing, students will progress from one skill immediately to another.
- B. Any of the practical skills in the Fire Fighter I and II Practical Skills Book are eligible to be tested during the Practical Skills exam. These skills are designed to meet the requirements of NFPA Standard 1001-2013, *Standard for Fire Fighter Professional Qualifications*.
- C. The steps required to successfully perform the exam skills are identical to those outlined in the students Practical Skills Book. However, the elements on the evaluator skills checklists have been prioritized to indicate which steps result in immediate failure of each skill. The priority steps involve either items vital to proper completion of the skills or safety issues. Depending on the skills, the candidate is allowed to miss one or two of the remaining steps. The number allowed to be missed is identified on each skill checklist. Evaluator will not advise candidates which elements are priority steps.

A candidate must successfully demonstrate all practical skills tested on Fire Fighter I and II Practical Skills Exam.

Each candidate is allowed two attempts to successfully demonstrate a given skill.

1. Requests for a second attempt on a failed skill station must be directed to the Lead Evaluator.
2. The second attempt shall be done with a different evaluator.



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3. Students who need a second attempt **are not allowed** to confer with other students, instructors, or evaluators to relearn/practice a skill. Students may review the Fire Fighter I and II Practical Skills Book but no other references are allowed.
4. During the second attempt, the candidate retesting will only be required to repeat the skills within the area of the skill sequence originally failed, not the entire skill sequence.

A candidate must successfully demonstrate mastery of each priority step within each specific skill. If a candidate fails one particular skill, after having two attempts, he or she fails the entire practical skills exam.

Should the candidate fail the practical exam, he or she will be required to take an approved Fire Fighter I and/or Fire Fighter II course again before being allowed to take another test for the same certification level. The student will be required to test both written and practical exam for the failed certification level.



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### **VII. Applying for Equivalency/Reciprocity**

For both Equivalency and Reciprocity, the candidate must mail in all documentation. Application must be original; all other documentation may be copies. The Division of Fire Safety will not accept any faxed or emailed applications.

#### **Equivalency**

Individuals not holding certification accredited by the International Fire Service Accreditation Congress (IFSAC) or the National Board on Fire Service Professional Qualifications (ProBoard) must comply with the following guidelines:

- A. Candidate must complete the appropriate application and attach supporting documentation.
- B. The candidate must be a member of a Missouri Fire Department and must have the signature of the Fire Chief in order to request reciprocity.
- C. Candidate must submit documentation of training and testing that complies with each component of the appropriate NFPA Standard for desired level of certification. Documentation must be dated within the last 5 years.
- D. Candidate must successfully pass the Division of Fire Safety's written exam with a minimum score of 70% for desired level of certification and practical skills exam, where applicable.
- E. Applicant must meet the general requirements for certification as outlined in the appropriate certification booklet.

#### **Reciprocity**

Individuals holding certification accredited by the International Fire Service Accreditation Congress (IFSAC) or the National Board on Fire Service Professional Qualifications (ProBoard) must comply with the following guidelines:

- A. Candidate must complete the appropriate application and attach supporting documentation.
- B. Certificates must clearly indicate IFSAC or ProBoard Accreditation for the level of certification.
- C. Provide the Division with written verification from the non-Missouri certifying authority that the applicant's certification is current, valid and in good standing.
- D. The candidate must be a member of a Missouri Fire Department and must have signature of the Fire Chief in order to request reciprocity
- E. Applicant must meet the general requirements for certification as outlined in the appropriate certification booklet.

The Missouri Division of Fire Safety Training Division will review and verify all documentation. Once documentation has been reviewed and verified to meet the certification criteria, the candidate will be issued reciprocity. If documentation does not meet the certification requirements, the candidate will be denied reciprocity. The candidate would then be required to complete an approved training program and meet all certification requirements including but not limited to, passing written and practical skills certification exams.



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**VIII. Saving Clause**

The qualifications developed in this program shall not be used to render invalid any rank, qualification or appointment acquired prior to the adoption of this program.

**IX. Suspension, Revocation, or Denial**

The Director of the Division of Fire Safety may suspend, revoke, or deny certification to anyone when it is found that the individual:

- A. Has knowingly made a material misrepresentation of any information required for certification at any level offered by the Division of Fire Safety.
- B. Has knowingly by any means of false pretense, deception, fraud, misrepresentation or cheating, obtained training or certification.
- C. Has been convicted of or pleaded guilty to a felony.
- D. Fails to achieve a score of 70% on the Division of Fire Safety certification exam or pass all of the required practical skills.

All certifications currently held by the individual will be reviewed.





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## ***FIRE FIGHTER I AND II CERTIFICATION PROGRAM***

### **X. Appeal Process**

Upon the revocation or denial of a certification level, the decision may be appealed in writing to a Board of Appeals within 45 days of the date of the revocation or denial letter.

The Appeal Board will be made up of the following:

1. Two representatives of the Missouri Division of Fire Safety, Missouri Fire Safety Education/Advisory Commission appointed by the State Fire Marshal.
2. A representative of the Missouri Department of Public Safety appointed by the Department Director.

The Appeal Board may elect to:

1. Deny the appeal without action
2. Make a recommendation to the Director of the Division of Fire Safety from the written appeal
3. Hold an informal appeal hearing with the individual revoked or denied certification

The Appeal Board shall notify the Director of the Division of Fire Safety and the individual submitting appeal within 90 day of receipt of the appeal.

Failure of any state certification exam **SHALL NOT** be grounds for an appeal.

Date Received	 <b>Department of Public Safety</b> <b>Division of Fire Safety</b> PO Box 844, Jefferson City, MO 65102 (573) 522-2426 FAX (573) 751-1744 Website: <a href="http://www.dfs.dps.mo.gov">www.dfs.dps.mo.gov</a>	 	Date Approved To Test
Received By			Approved By
<b>Application for Testing and Certification</b>			

<b>Location for Testing:(see website for testing locations and dates)</b>	<b>Date of Testing</b>

<b>Personal Information:</b>				
Last 4 SSN #	Last Name	Suffix	First Name	M.I.
Mailing Address of Applicant			City	State
Driver's License #	D.L. State	Personal Phone # <input type="checkbox"/> Home <input type="checkbox"/> Cell	Email Address	
Date of Birth	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	High School Diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No	GED? <input type="checkbox"/> Yes <input type="checkbox"/> No	County of Residence

<b>Current Agency Information:</b>			
Agency Name	Phone #	Yrs of total Serv.	County
Street Address	City	State	Zip Code

<b>Agency Type</b>
<input type="checkbox"/> Volunteer FD <input type="checkbox"/> Paid FD <input type="checkbox"/> Academy Student <input type="checkbox"/> Private <input type="checkbox"/> Other Local, State or Federal Agencies

<b>Check the Certification Test(s) Applying For:</b>				
Fire Protection	<input type="checkbox"/> Firefighter I	<input type="checkbox"/> Firefighter II	Was Firefighter II taken online?	
			<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hazardous Materials	<input type="checkbox"/> Awareness	<input type="checkbox"/> Operations	<input type="checkbox"/> Technician	Was HM Awareness online?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Officer	<input type="checkbox"/> Fire Officer I	<input type="checkbox"/> Fire Officer II		
Fire Service Instructor	<input type="checkbox"/> Level I	<input type="checkbox"/> Level II		
Driver/Operator	<input type="checkbox"/> Pumper			
Fire Inspector	<input type="checkbox"/>			
Fire Investigator	<input type="checkbox"/>			

**Have you ever forfeited bond, entered a plea of guilt or been convicted of any criminal offense (other than minor traffic offenses)?**

☐ Yes ☐ No

If yes, download a "Criminal Offense Statement" at  
[http://www.dfs.dps.mo.gov/documents/forms/MO\\_815-F0047.pdf](http://www.dfs.dps.mo.gov/documents/forms/MO_815-F0047.pdf)

**This form MUST be fully completed and submitted with this application.**

### **Authorization for Release of Information**

I, (Print Full Name) \_\_\_\_\_ hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material facts will cause denial or forfeiture of my certifications.

I further authorize all law enforcement agencies, U.S. Military, Federal, State and/or Local government agencies to furnish the Missouri Division of Fire Safety, with any and all information regarding me in order to determine suitability for certification. I further release said agency or person from all liability for any damages whatsoever that may occur from furnishing such information to the Missouri Division of Fire Safety.

Also, by signing this form, I hereby authorize the release of any or all information concerning my enrollment status for the courses requesting certification and certification exam results only to the Chief Officer or his designee of my organization.

A photo-static copy of this authorization will be considered as effective and valid as the original.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### **To be completed by the Lead Instructor of a Division of Fire Safety Registered and Approved Course**

It is hereby confirmed that the above applicant has attended and successfully completed an approved course as checked above.

Location: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Hazardous Materials Levels & Fire Fighter I and II ONLY**

#### **To be completed by applicants Fire Chief, Academy Representative or Agency Supervisor**

I certify that the above applicant meets the physical and medical requirements set down by the \_\_\_\_\_  
to perform the duties of the applicable NFPA standard. (Authority Having Jurisdiction)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Testing will be scheduled by the State Fire Marshal's Office, Training and Certification Unit.*

**COMPLETED APPLICATION MUST BE RECEIVED AND APPROVED PRIOR TO TESTING**